

103 E. Wiggin St.  
PO Box 151  
Gambier, OH 43022  
(740)427-2101



11423 Upper Gilchrist Rd.  
Mount Vernon, OH 43050  
(740)397-7922

Switch Kit Forms:

- \* New Account Information Form
- \* Change Direct Deposit Form
- \* Change Automatic Payments Form
- \* Close Account Form

## New Account Conversion Checklist

You may check the boxes next to the items you have completed (if any). Then print out and keep this checklist handy. As you continue completing items, simply check off the boxes on your printed copy.

- Open your new Peoples Bank account.
- Stop using your old account.
  - Make sure all checks have cleared on your account.
  - Make available enough funds in your old account to cover any automatic payments that may yet need to be withdrawn.
- Switch your direct deposit to your new account. Send written notice to your direct deposit vendors (payroll, Social Security, CD interest payments, etc.) of the changes in your banking relationship. \*For Social Security direct deposits, changes may be made by calling the Social Security Administration at 1-800-722-1213.
- Switch your automatic payments to your new account. Send written notice to your vendors who automatically take payments from your checking account (utilities, insurance companies, internet service providers, banks, mortgage company, etc.) that you are switching to The Peoples Bank.
- Close your old account. Send written notice to the financial institution that you are closing the account(s).

If you have any questions regarding your "switch" to The Peoples Bank, call (740)427-2101 or (740)397-7922.

[www.peoplesgambier.com](http://www.peoplesgambier.com)